WALLACE STATE COMMUNITY COLLEGE
2015 ANNUAL SECURITY REPORT AND
ANNUAL FIRE SAFETY REPORT
The Wallace State Campus Police Department

The Mission of the Wallace State Campus Police Department is to provide a safe learning, teaching, and working environment. The Campus Police Department requires its personnel to exercise the highest degree of discretion, human relations and community problem-solving skills.

The Department exists to protect life and property, manage emergencies, maintain a successful parking and traffic system, prevent crime and be a general service to the college community. We will strive to fulfill these responsibilities in a professional manner.

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Law Enforcement Authority of Wallace State Campus Police

In 2012, Wallace State Community College (WSCC) initiated its own Campus Police Department that consists of 8 full time personnel. Seven of those are certified police officers with full arrest powers, recognized by the State of Alabama, and 1 non-certified security officer who provides law enforcement services to the campus community. Armed Campus Police officers will be on duty 24 hours a day, seven days a week, and are certified by the state of Alabama who receive their powers and authority from the Code of Alabama 1975 as amended 16-22-1, 16-22-2. These police officers are vested with all the powers, authority, and responsibilities of any state law enforcement officer.

Working Relationship with Local Law Enforcement

The Wallace State campus is located geographically within the City of Hanceville, Alabama. WSCC Campus Police has jurisdiction over criminal matters occurring within the campus of Wallace State, but when the situation dictates, campus police personnel will call outside agencies for assistance, which could assume primary investigative responsibility, upon request of the campus chief of police for certain major crimes that would likely exhaust the capabilities of the college. Our campus police department works closely with all local, state, and federal law enforcement agencies and emergency management agency (EMA).

The prosecution of all criminal offenses committed on campus is conducted, depending on the classification of the offense as a federal offense, a state felony or misdemeanor, or a breach of a municipal ordinance, in the federal district court of North Alabama, the state circuit or district court of Cullman County, or the Hanceville municipal court. The WSCC Police Department maintains a cooperative working relationship with other state and surrounding local law
enforcement agencies and participates in both state and national campus law enforcement associations.

The WSCC Police Department prepares and submits reports regarding criminal offenses to the Federal Bureau of Investigation to which all authorized law enforcement agencies report statistical data. Additionally, “real-time” information is made available to other local, state, and federal law enforcement agencies on arrests and serious crime. Information regarding reported stolen vehicles, property, and wanted individuals are shared through the National Crime Information Center (NCIC) through which Hanceville PD maintains a 24 hour computerized link.

Other Services
The Wallace State Police Department also provides safety and general support services tailored to meet the needs of the campus community. These services include but are not limited to the following:

1. Assisting campus motorists with minor vehicle problems.
2. Preparing reports on motor vehicle accidents.
3. Patrolling campus streets and parking areas to enforce Wallace State parking regulations and state and local traffic laws.
4. Coordinating security for College sponsored campus events.
5. Providing crime prevention and safety presentations.
6. Maintaining a Lost and Found repository.
7. On-campus safety escorts.
8. Conducting criminal investigations and preparing cases to submit to district attorney and grand jury.
10. Working with the College Executive Vice President in the event of Code of Conduct Violations.
11. Maintain files on students who are registered sex offenders.

Reporting On Campus Crimes and Other Emergencies
It is the policy of the College to strongly encourage students, employees, and visitors to Wallace State to promptly contact the college police, or 911 about any criminal activities, accidents or medical emergencies occurring on-campus. Reporting a crime does not mean an individual must take legal action – it may, however, help law enforcement stop further incidents as well as help them keep the community informed about criminal activity. We also urge students, employees, and visitors to inform campus police of any restraining orders or protection from abuse orders issued on their behalf. Informing campus police will allow for appropriate enforcement of those court orders.
To make a report in person, an individual should go to the College Police Department, which is located on Frances Dodd Drive near the Chemistry Building or call the switchboard operator at 256 352-8000 and request an officer come to your location. To make a report by phone, call 256-352-8000 and report the situation to the switchboard operator. After hours, you may contact an on-duty campus police officer at 256-735-9975. In emergency situations, including fires and medical emergencies, call 911. All 911 calls made from campus phones or cell phones go directly to the Hanceville Police Department.

**Campus Security Authorities (CSA)**
A person may also report a crime to the Executive Vice President, Director of Housing, Dorm Directors, Resident Assistants (RA’s), the Assistant Dean of Enrollment Management, the Director of Athletics, the Director of Human Resources, or other Wallace State officials with significant responsibility for student and campus activities. All such individuals, along with Campus law enforcement staff, are referred to as a **Campus Security Authority (CSA)**. Upon request, the CSA may assist the reporting individual in contacting the Campus Police about an incident. The College will allow a victim or witness of a crime to report it to a CSA (other than law enforcement) on a voluntary, confidential basis. All such incident reports will help the College take steps to make the campus safer. They will be used, in particular, to determine whether there is a pattern of crime involving a particular location, offender, or method; to provide the basis for alerting the campus community about crimes posing a danger to students or employees; and to compile the crime statistics included in the annual security report.

Campus Security Authorities who are non-law enforcement will be provided the appropriate training on what to do when a crime is reported to them.

**Emergency Notifications, Evacuation Procedures, and Timely Warnings**
It is the policy of Wallace State Community College to quickly inform the campus community of conditions posing a threat to life, safety, security, and/or property, so appropriate precautionary measures may be taken. To carry out this policy, the college has developed procedures to facilitate notice to and, if appropriate, evacuation of members of the campus community in the event of a confirmed active emergency posing an immediate threat or a potential emergency posing a reasonably likely threat. In regards to “Timely Warnings”, the names of victims will be withheld from any statement issued to the campus community.

The campus employs an emergency notification system commonly known as “Lion Alert” to provide emergency warnings and follow-up information to the campus community. Lion Alert will ensure that this information is automatically delivered to the campus community at the e-
mail addresses and phone numbers (by voice and/or text message) that have been provided within moments of any such alerts being sent by the college.

The College also utilizes an emergency notification system called ALERTUS, which consists of alert beacons placed in every building on campus that attract attention with sounder and flashing strobes while large text is displayed informing building occupants of the emergency and instructs them how to respond. ALERTUS offers reliable emergency communications when conventional methods of e-mail, cell phones, and landline phones are too slow or fail due to throughput limitations.

Certain college officials have been granted authority by the College President to authorize emergency notifications. These officials are referred to as Responsible Authorizers.

The activation process is initiated when a report of an emergency posing an immediate or reasonably likely threat is made to the Wallace State Police or to another Responsible Authorizer. The Responsible Authorizer is to confirm that such a threat does exist and approve the wording and content of the message, taking into account pre-approved message templates, the nature of the impacted population on campus, and the actions the impacted population should take.

Finally, the Responsible Authorizer is to direct that notification be provided through activation of LionAlert and or the ALERTUS system. These actions are to be taken without delay, unless issuing a notification will, in the professional judgment of the Responsible Authorizer, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The LionAlert and ALERTUS system is tested during the Fall, Spring, and Summer semesters. Also, building fire drill evacuations and other evacuation exercises are held at least annually. Tests and drills may be announced to the campus community beforehand or may be unannounced. After-action reports are prepared to document the nature of the test or drill, its date/time, whether it was announced or unannounced and evaluative observations regarding system and personnel performance. If criminal incidents occur on campus that do not pose an immediate danger to the community, but the possibility of reoccurring or similar incidents exists, timely warnings describing those incidents will be made and disseminated to all faculty, staff, and students.

**Emergency Procedures Manual**

The college publishes the Emergency Procedures Handbook which contains procedures and directions to be followed by the campus community to evacuate a building or to otherwise respond to an emergency.
Crime Prevention

With the exercise of due caution, students and employees can reduce their chances of becoming a victim of crime. The College crime prevention efforts are premised upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging individuals to be responsible for their own security and the security of others.

The cooperation and involvement of students and employees in a campus safety program is absolutely necessary. Students and employees must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, although campus facilities and areas are lighted during normal class hours, it is always prudent for students, female or male, to be accompanied by a friend to their dorm residence or vehicle on campus late at night. Dorm room doors should be locked at night and when the room is unoccupied. Valuable items such as stereos, cameras, and televisions should be marked or engraved with the serial number or a personal code. This number should then be kept in a safe place so that it is available should the item be stolen. Bicycles when left unattended should be secured with a sturdy lock. Students with cars must park them in the authorized parking areas with current WSCC hangtag and should keep them locked at all times. Valuable items like backpacks, electronics, books, and sporting equipment should be locked in the trunk. Students should report to the Housing Office or Campus Police any unusual incidents or suspicious individuals observed in and around Campus Housing. To make students and employees more aware of the importance of crime prevention, presentations will be offered at various times throughout the year by individuals trained in the prevention of sexual assault, domestic violence, dating violence, and stalking. These presentations target, in particular, campus housing residents with an emphasis on preventive measures, actions to be taken in the event of victimization, and generally increasing student awareness of risks. Wallace State Campus Police will also conduct crime prevention and awareness programs throughout the year. Campus Police carries out the following programs and projects:

- Campus Police participates in each new student orientation program. At this time, a representative talks with students about guidelines for their personal safety.
- A representative of the Campus Police meets with the dorm directors and resident assistants to discuss security matters relating to student housing.
- A summary of criminal incidents, known as the Daily Crime and Fire Log is available at the chief of police office.
- If circumstances warrant, special printed crime alerts, are prepared and distributed either selectively or throughout the campus.
- The Campus Housing staff arranges one program each Fall semester on some aspect of campus safety and security. All housing residents are encouraged to attend.
- Publishes an E-Newsletter consisting of valuable crime prevention and safety information.
• Keeps Emergency Procedures information posters displayed in prominent locations in all campus buildings.

360° Stay Safe Building Communities Program
The College provides to the campus community with continuous and ongoing access to sexual assault, domestic violence, dating violence, stalking, crime prevention and awareness information, through an online training program that helps students, faculty and staff create a safe and healthy campus community where they take care of themselves, look out for one another, and make choices for the greater good.

360° Stay Safe Building Community is a comprehensive online video training program that can be accessed through the Wallace State Community College web site at www.wallacestate.edu, Go to Blackboard and enter your user name and password, under “My Courses” on right side of page, click on 360 Stay Safe.

360° Stay Safe provides Wallace State students and WSCC employees with the most relevant and comprehensive source of personal safety information.

By reviewing these programs you will be empowered with knowledge that motivates you to be proactive for a healthier campus life. The Building Community prevention training includes:

• Safe and healthy options for intervening
• Definitions of key terms (like consent, sexual misconduct and sexual assault)
• Options for reporting
• Recognizing signs of abusive behavior
• Primary prevention and awareness

The specific modules include:

• Every Day Safety
• Forming Healthy Relationships
• Sexual Assault
• Stalking
• Bystander Intervention

Risk Reduction Tips
With no intent to blame victims, and in recognizing that only abusers are responsible for the abuse they perpetrate, the following are some strategies to reduce one’s risk of sexual assault.

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.

2. Avoid isolated areas. It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don’t know where you are going, act like you do.

4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.

5. **Make sure your cell phone is with you** and charged, and that you have money.

6. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.

7. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

8. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

9. **Trust your instincts.** If you feel unsafe or uncomfortable in any situation or location, go with your gut—it probably isn’t the best place to be. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

10. **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

11. **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

12. **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

13. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

14. **If you need to get out of an uncomfortable or scary situation try these** suggestions:
   - **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
• **Have a code word with your friends or family** so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

• **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.


**Victim Services**

A representative from Victim Services of Cullman will always make themselves available to anyone who needs victim’s assistance. Victim Services of Cullman can also be reached on the 24 Hour Crisis Line at (256) 734-6100.

**Victim Services of Cullman, Inc. provides the following services**

- Shelter, counseling, and other services to help clients and their children become safe and self-sufficient
- Group and individual counseling on the dynamics of domestic violence and sexual assault for children and adults as well as parenting support
- Court advocacy program to accompany women to court appearances and educate victims in court about the cycle of violence
- Crisis Line available 24 hours, 7 days a week
- Hospital accompaniment available for victims in addition to assisting victims with law enforcement and court systems

**Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy**

Wallace State Community College is dedicated to the total development of students. Therefore, the College has the responsibility for protecting individual rights, both academic and personal, including the rights of students and employees.
Therefore, it is the policy of Wallace State Community College that no student or employee may threaten the health and safety of a member of the College community, of any person on College property, or at a College sponsored or supervised activity, through the commission of or the attempt to commit domestic violence, dating violence, sexual assault, rape, acquaintance rape, and stalking.

Employees and students who are found in violation of this policy shall be subject to disciplinary action by the College, up to and including permanent expulsion, from any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Criminal charges may also be filed.

A student or employee of Wallace State who is the victim of sexual assault, domestic violence, dating violence, or stalking has the right to notify and seek the help of the Campus Police, local police authorities, or a Campus Security Authority. Telephone numbers for contacting authorities are listed at the end of this report. A Campus Security Authority will, upon request, assist the student in contacting police. Notifying campus or local law enforcement authorities does not mean that criminal charges must be filed. Immediate notification will, however, permit authorities to conduct a timely investigation and to collect and preserve evidence, which is essential for any subsequent prosecution. It may also help prevent assaults by the offender upon other victims.

A victim should be cautious not to destroy evidence including:

- Do not change clothes or have them cleaned
- Do not take a shower or brush teeth
- Do not remove items from where the incident occurred
- Do not discard, erase, or delete any document or electronic transmission which may contain threatening or intimidating messages

Counseling and other assistance for victims of sexual assault, domestic violence, dating violence, or stalking will be made available through Victim Services of Cullman.

The College also encourages the reporting by employees and students of conditions on campus (such as lighting, landscaping, etc.) that may contribute to the risk of sexual assault, so that appropriate action may be taken.
Definitions

The following definitions are helpful in understanding the College’s policy prohibiting sex-based discrimination:

Sexual abuse in the first degree
(a) A person commits the crime of sexual abuse in the first degree if:
   (1) He or she subjects another person to sexual contact by forcible compulsion; or
   (2) He or she subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony.

Sexual abuse in the second degree
(a) A person commits the crime of sexual abuse in the second degree if:
   (1) He or she subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
   (2) He or she, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony.

Rape in the first degree
(a) A person commits the crime of rape in the first degree if:
   (1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
   (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
   (3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony.

Rape in the second degree
(a) A person commits the crime of rape in the second degree if:
   (1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
   (2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
(b) Rape in the second degree is a Class B felony.

Sodomy in the first degree
(a) A person commits the crime of sodomy in the first degree if:
   (1) He or she engages in deviate sexual intercourse with another person by forcible compulsion; or
   (2) He or she engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
   (3) He or she, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
(b) Sodomy in the first degree is a Class A felony.

Sodomy in the second degree
(a) A person commits the crime of sodomy in the second degree if:
   (1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
   (2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
(b) Sodomy in the second degree is a Class B felony.

Domestic Violence:
Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees),

Dating Violence:
Means violence committed by a person –
(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(b) Where the existence of such a relationship will be determined based on a consideration of the following factors:
   • The length of the relationship
   • The type of relationship
   • The frequency of interaction between the persons involved in the relationship
In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

**Stalking:**
Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

**Bystander Intervention:**
A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an RA, EMS, WSCC Police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center, RA, Dean).

**Lack of Consent:**
(a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a) (3) of Section 13A-6-65, that the sexual act was committed without consent of the victim.

(b) Lack of consent results from:
- Forcible compulsion or
- Incapacity to consent or
- If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct
A person is deemed incapable of consent if he/she is:

- Less than 16 years old or
- Mentally defective or
- Mentally incapacitated or
- Physically helpless

**Victims’ Rights Information**

In Alabama, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Within 72 hours after a victim files a crime report, the campus police shall provide the victim with the following:

- A list of local emergency and crisis services
- Name and phone number of the officer and the agency handling the report
- Name and phone number of the prosecuting attorney
- The procedural steps in a criminal prosecution
- The availability of victim's' compensation benefits
- A listing of rights as a victim including a form including victims’ rights
- The existence and eligibility requirements of restitution and compensation
- A recommended procedure if someone is subject to threats or intimidation as a victim

A crime victim also has a right to:

- Notification of all criminal proceedings and charges filed against the defendant, with the exception of initial appearance, and the right to be present at all proceedings
- Necessary information regarding the appropriate agencies from which he/she may request information
- An explanation of the pre-sentence report and the right to make a written or oral statement to the probation officer, and a right to review the pre-sentence report
- Notification of the time and place of any sentencing hearing and to make a written or oral statement, or present any information at a sentencing proceeding or any other proceeding as authorized by law
- Information regarding the return of any property taken
- The date of conviction, acquittal or dismissal of charges against the defendant and the sentence imposed
- Refuse an interview or other communication with the defendant, his/her attorney or anyone acting on his/her behalf
- The status and results of any post-conviction appeal
- Be provided a waiting area separate from the defendant, relatives, and defense witnesses if available and practical
- Submit a statement to be entered into the inmate's records that the victim is are to be notified of release, on bond, from prison, escape, re-arrest, or death of the prisoner
• Information regarding collection of restitution
• Any release opinion by the Alabama Department of Mental Health
• Notification of any Pardon and Parole Board hearings and the right to be present and heard at such hearings

Victims Option to Report
Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, local law enforcement or campus security authorities. In those cases, the victim may still seek assistance confidentially from Victim Services of Cullman or any other victim service agency of their choosing. Wallace State Community College will provide an office for a member of Victim Services of Cullman to avail themselves to any student who needs assistance. Victim Services of Cullman can be reached on the 24 hour crisis line at (256) 734-6100.

Anonymity and Confidentiality
Victims who report a criminal act to law enforcement or a campus security authority (CSA) may wish to remain anonymous or have their name excluded from any publicly-available report or document created by the College. The College will meet this request to the extent permissible by law. If the college while in the performance of conducting an investigation and obligation to take measures to protect other students and employees, may need to reveal the name of the victim in order to complete a thorough investigation. In this case, the College will inform the complainant and discuss available options and concerns before proceeding with the investigation or disciplinary procedures.

If the complainant requests confidentiality or asks that the complaint not be pursued, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the College will inform the complainant that its ability to respond may be limited. The complainant will be assured the College will take reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be revealed, the College should evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the school may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been other harassment complaints about the same individual; and the alleged harasser’s rights to receive information about the allegations if the information is maintained by the school as an “education record” under the Family Educational Rights and Privacy Act (FERPA). The College should inform the complainant if it cannot ensure confidentiality. Even if the College cannot take disciplinary action against the alleged harasser because the complainant insists on confidentiality, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.
Remedies and Enforcement
Wallace State Community College will take steps to protect the complainant as necessary (if requested and reasonably available), including taking interim steps before the final outcome of the investigation, even when the victim chooses not to report to law enforcement. The College shall undertake these steps promptly once it has notice of a sexual harassment or violence, domestic violence, dating violence, or stalking allegation. The College will notify the complainant of his or her options to avoid contact with the alleged perpetrator and allow students to change academic or living situations as appropriate. For instance, the College may prohibit the alleged perpetrator from having any contact with the complainant pending the results of the school’s investigation. When taking steps to separate the complainant and alleged perpetrator, the college will minimize as much as possible, the burden on the complainant, and will not, as a matter of course, remove complainants from classes or housing while allowing alleged perpetrators to remain.

Complainants and parents, if necessary, will be informed of how to respond and who to report to if they are retaliated against by the alleged perpetrator or his or her associates. For instance, friends of the alleged perpetrator may subject the complainant to name-calling and taunting.

Wallace State will proactively consider the following remedies when determining how to respond to the previously mentioned offenses.

Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- Providing an escort to ensure that the complainant can move safely between classes and activities
- Ensuring that the complainant and alleged perpetrator do not attend the same classes
- Moving the complainant or alleged perpetrator to a different residence hall
- Providing counseling services referrals
- Providing academic support services, such as tutoring
- Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant’s academic record

Disciplinary Procedures for institutional action in cases of alleged domestic violence, dating violence, sexual assault, or stalking

College disciplinary procedures assure the student’s right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. These procedures may differ from court procedures in the interest of student welfare and confidentiality procedures and rules have been developed to assure fair hearing and appeal. The Executive Vice President makes disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Review Committee for an appellate hearing. The Executive Vice President is responsible for coordinating all disciplinary procedures and for reviewing appropriate records of student conduct and disciplinary actions.
Alleged violations of College regulations must be filed in writing with the Executive Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under “Disciplinary Actions.”
4. Refer the case directly to the College Disciplinary Committee for a hearing.
   Upon communicating his/her decision to the student, the Vice President will also explain the student’s right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Vice President within forty-eight hours. The Vice President will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines specified in “Hearing Procedures,” and will submit its decision in writing to the Vice President, who will notify the student.

**Standard of Evidence**
In order for the school's grievance procedures to be consistent with federal law, the school must use a “preponderance of evidence” standard (it is more likely than not that the act occurred). The Executive Vice President of Wallace State Community College is the presiding institutional official of code of conduct proceedings and is trained in evaluating evidence and testimony in these hearings in a manner that protects the safety of victims and promotes accountability.

**Hearing Procedure**
Disciplinary Review Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Review Committee members, the Executive Vice President, the student who is the subject of the hearing and his/her advisor (if requested), appropriate staff members, a recorder, and witnesses for both parties (if available). Witnesses will be present only when giving testimony.

The student (accused or accuser) has the right to have one advisor, who may be but does not have to be an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. The minutes of the proceedings will be recorded. Minutes will be filed in the office of the Executive Vice President and will be kept confidential. The Executive Vice President may change the day and time of the hearing if extenuating circumstances exist by notifying all parties or may determine that a hearing takes
place without the student present if the student has been given notification but does not appear for the hearing. The order of the hearing shall be:

1. Opening remarks by the Chairperson of Disciplinary Committee.
2. Review of charges and action taken, if any, in the case by the Vice President.
3. Opening statement of not more than ten minutes by the accused student.
4. Opening statement by the Vice President or his/her designee of not more than ten minutes.
5. Presentations of evidence by parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Review Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Vice President or his/her designee.
8. Deliberation. The Disciplinary Review Committee will conduct its deliberation in a closed and confidential session and, after reaching its secret ballot decision, will orally inform the parties of the decision at the close of the hearing. Each party will subsequently be provided a written summary of the findings of the Committee within seven days.

**Disciplinary Action**

If the student has been found guilty, the following disciplinary actions will be administered according to the severity of the infraction as determined by the Executive Vice President and/or the Disciplinary Review Committee:

- **Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating college regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and possibly for all of the following semesters of attendance.
- **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.
- **Class Suspension.** A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions can be for the remainder of the term, and the student can be assigned a letter grade of “F” for each course from which he/she is suspended.
- **Area Suspension.** A student may be suspended from a specified college area for improper or disruptive behavior. Suspensions generally will be for a period of time not to exceed the remainder of the term.
- **Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only
to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the prohibition against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

- **Payment of Damages.** Payment will be assessed against a given student or students for the amount necessary to repair damage caused by student’s or students’ behavior.

### Information Concerning Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act requires that sex offender information be made available to members of that campus community. Students and employees at Wallace State may obtain this information by searching the Cullman County Sheriff’s Office web page at: www.cullmansheriff.org

### Illegal Drugs and Alcohol Policy

Wallace State policy forbids the possession, use, or sale of alcoholic beverages or drugs not prescribed by a physician anywhere on college property.

Additionally, any violation of federal, state, or local drug or alcohol laws, including those pertaining to underage drinking, is contrary to institutional policy and can subject the offender to arrest and criminal prosecution and or disciplinary action by the college. A student is subject to disciplinary action by the college, up to and including permanent expulsion.

Wallace State Community College has options available for students and staff members who need to address alcohol and other drug abuse issues. The college has an agreement with a local community health organization, Cullman Mental Health, to provide, at discounted rates, counseling for students and staff members through referrals through the Heads Up Program. The program serves as a counseling referral service but it also has a primary goal to address underage drinking and binge drinking among WSCC community. The office was set up in the prominent Student Center in January 2007 as an environmental prevention project funded through a state grant/partnership.

Wallace State Community College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college’s activities. WSCC distributes drug and alcohol policies to students during orientation courses and Lions Pride information sessions, through access to the online *College Catalog/Student Handbook*, through campus signage, presentations by Heads Up Program staff, and through various handouts throughout the academic year. These contain:
• Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities
• A description of the health risks associated with the use of illicit drugs and abuse of alcohol
• A description of applicable legal sanctions under local, state or federal law
• A description of counseling or treatment programs
• A clear statement and description of the disciplinary sanctions the institution will impose on students and employees

Missing Students Policy
This missing on-campus student policy applies to all college students who reside in on-campus student housing facilities.

Every student living in on-campus student housing will be given the opportunity and means to designate an emergency contact person to be notified by the college within 24 hours of a determination that the student is missing. Students will be given the opportunity to register the emergency contact of their choice at room sign-up. Students are encouraged to update their emergency contact information if it changes. This emergency contact information will be stored confidentially and will be accessible only to authorized campus officials. It will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In the case of any student who is under 18 years of age and not emancipated, the college will notify the student’s custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional emergency contact person designated by the student.

Regardless of whether a student has designated an emergency contact person, is above the age of 18, or is an emancipated minor, the Campus Police will be notified within 24 hours of a determination that a student is missing.

Reporting and Investigation Procedures of Missing Students
For the purposes of this policy, a student may be considered to be missing if the student’s absence from campus is contrary to his or her usual pattern of behavior and the college has reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the student may be a victim of foul play (e.g., a reported abduction); that the student has expressed suicidal thoughts or may be in a life threatening situation; that the student has exhibited behavior suggesting that the student is unable to care for himself or herself; or that the student is overdue returning to campus and has not been heard from after giving a specific return time to family or friends.
Any individual on campus who has information or reason to believe that a student living in on-campus student housing may be a missing person should notify Campus Police immediately.

Campus Police will gather from the reporting person all essential information about the student, as well as seeking information from the student's acquaintances and from appropriate College personnel and official College information sources. Such information will include a physical description of the student, a cellular phone number, the clothes last worn, the student's possible location and companion(s), a description of the student's vehicle, the observed physical and emotional wellbeing of the student, an up-to-date photograph, a class schedule, the date and time the student last attended class, etc. Contact with the student should be attempted using text messaging, cellular phone calls, Facebook, Twitter, other social media, and e-mail.

Upon receipt of a report of a missing on-campus residential student, Campus Police will promptly notify appropriate campus staff, including in every instance the dorm director of the student's on-campus residence hall, to aid in the search for and location of the student. In addition, Campus Police will in every instance promptly notify the Executive Vice President.

Campus Police will keep the Executive Vice President informed of the progress of its investigation. The final determination that a student is missing, which shall be understood to refer to an unexplained absence of 24 hours, will be made by the Executive Vice President after consultation with Campus Police. Once such a determination is made, the Executive Vice President will be responsible for notifying the student's emergency contact person, if any; in the case of an un-emancipated student under age 18, the student's custodial parent or guardian.

**Communications about Missing Students**
The Director of Communications is the designated spokesperson to handle media inquiries concerning a missing student. The law enforcement agency in charge of the investigation will be consulted prior to any information release from the College so as not to jeopardize any investigation. Any information provided to the media to elicit public assistance in the search for the missing person will be released by the responsible law enforcement agency.

**Campus Crime Statistics**
The federal Jeanne Clery Act requires colleges and universities to collect and report annually certain information regarding criminal incidents. The statistics reported below are presented pursuant to that obligation.
Campus crime, arrest, and disciplinary referral statistics are based on information reported to Wallace State Campus Police, Cullman County Sheriff’s Office, Hanceville Police Department, Director of Auxiliary Services, and Executive Vice President.

The Wallace State campus encompasses all buildings and property owned or controlled by the institution that are within the same reasonably contiguous geographic area and that are used to support its educational mission. The tables below display the number of reported criminal offenses occurring on the Wallace State campus for the period January 1, 2012 through December 31, 2014.

### Criminal Offenses

<table>
<thead>
<tr>
<th>Criminal Offenses On-Campus</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
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</table>

### Criminal Offenses- On-Campus Residence Halls

<table>
<thead>
<tr>
<th>Criminal Offenses- On-Campus Residence Halls</th>
<th>2012</th>
<th>2013</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
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<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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### Criminal Offenses- Public Property

<table>
<thead>
<tr>
<th>Criminal Offenses- Public Property</th>
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<td>Assault/Non-negligent manslaughter</td>
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<tr>
<td>Domestic Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Stalking</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
None of the reported incidents in the preceding statistical section were prompted by, or as a result of, any persons perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim. In addition to those listed above, there were no incidents of theft, simple assault, intimidation or destruction/vandalism of property motivated by prejudice.

### Arrests/Disciplinary Actions

<table>
<thead>
<tr>
<th>Arrest On-Campus</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possession</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
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<td>1</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
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<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Disciplinary Actions/Referrals On-Campus</th>
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<th>2014</th>
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</thead>
<tbody>
<tr>
<td>Illegal Weapons Possession</td>
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</tr>
<tr>
<td>Drug Law Violations</td>
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<td>4</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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<td>3</td>
<td>1</td>
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<table>
<thead>
<tr>
<th>Arrests On-Campus Residence Halls</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Liquor Law Violations</td>
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<table>
<thead>
<tr>
<th>Disciplinary Actions/Referral On-Campus Residence Halls</th>
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<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Arrest Public Property</td>
<td>2012</td>
<td>2013</td>
<td>2014</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There were no incidents on public property which resulted in disciplinary actions or judicial referrals.

**Daily Crime/Fire Log**

The Campus Police Department maintains a Daily Crime and Fire Log for the past 90 days that is available for public inspection during normal business hours (8:00 am – 4:30 pm) at the Office of the Campus Chief of Police located at the west end of the Chemistry Building on Frances Dodd Drive. Older portions of the Crime and Fire Log will be made available within two business days, upon receipt of a request made, in person, at the Police Department. Disclosure of information in the Daily Crime Log may be withheld, if said disclosure could cause an ongoing criminal investigation to be jeopardized, a suspect to flee or evade detection, or evidence to be destroyed.

The Daily Crime Log contains any crime reported to the Campus Police Department and occurring on the campus, non-campus, or public property areas described in this report. Information recorded includes the nature, date, and general location of each crime, as well as the disposition of the complaint. For further information concerning campus safety issues call any of the numbers listed on the last page of this report.
2015 Annual Fire Safety Report

On-Campus Housing Fire Safety Equipment

At Wallace State Community College, at both women’s on-campus residence halls are protected by fire detection and alarm systems which are monitored 24 hours/day, seven days/week. These two buildings are also equipped with lighting fixtures that incorporate backup batteries; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. Both men’s and women’s dorm are equipment with fire alarms in each dorm room and fire extinguishers are located throughout the dorm buildings. Residents should not tamper with fire alarms, smoke detectors, fire extinguishers, TV cable, telephone wiring, or electrical wiring or devices.

In the event of a fire/fire alarm

• Take or secure all valuables, wallets, purses, keys, etc.
• Evacuate the building immediately and in an orderly manner. The last occupant to leave a room should close the door leading to the corridor.
• Never use the elevators. In most college buildings, elevators are automatically recalled to the street floor or transfer level upon the activation of the buildings’ fire alarm system.
• Proceed to the nearest and safest exit.
• If possible, assist non-ambulatory occupants to areas of refuge, or to ground level exits. All members of the college community are responsible, within the limits of their abilities, to assist those individuals requiring assistance prior to, during or after an emergency. Normally, assistance is in the form of notifying emergency workers of the location of these individuals or by actually providing guidance to safe areas.
• Remain at designated safe area until instructed to re-enter by the City of Hanceville Fire Department, or WSCC Campus Police.

Lady Lions Dorm Safe Area- Proceed across College Drive onto the grassy area next to the rear entrance to the Bailey Building.

Rebecca Branch Dorm Safe Area- Proceed across College Drive onto the grassy area next to the Bailey Building.

Men’s Dorm Safe Area- Proceed out into the grassy area behind basketball goal and garbage cans.

The primary concern of resident life staff members in the event of a fire is to evacuate everyone from the building as quickly and safely as possible. The staff is trained to check each room for
occupants if time and situation allows. In order to accomplish this, staff and occupants must be prepared in advance for a quick and orderly evacuation.

It is suggested that people with disabilities prepare for emergencies in advance by learning the locations of exit corridors, areas of refuge, and exit stairways, by planning an escape route and by showing a classmate, dorm directors, or co-residents how to assist him/her in case of an emergency.

Anyone found causing a false fire alarm, tampering with fire-safety equipment, or not properly evacuating during a fire alarm will face appropriate sanctions, including disciplinary sanctions and/or arrest.

**Smoking**

WSCC campus policy prohibits smoking in all properties owned and operated by Wallace State Community College, including residence halls.

### Wallace State Annual Fire Statistics for On-Campus Housing

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2012-Number of Injuries/Deaths</th>
<th>2013-Number of Injuries/Deaths</th>
<th>2014-Number of Injuries/Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lady Lions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rebecca Branch</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Men’s Dorm</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

There was no property damage as a result of fire in on-campus housing of Wallace State Community College during 2012-2014.

**Fire Drills**

There were no fire drills conducted in student housing facilities in 2014.

**Policy on Portable Electric Appliances and Open Flames in Student Housing Facilities**

Wallace State Community College Auxiliary Services Department and or the Wallace State Campus Police Department conduct unannounced, random dorm inspections numerous times throughout the year. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Housing Rules and Regulations Manual which include rules and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, smoke detectors, fire extinguishers, and other life safety systems.
In addition, rooms will be examined for the presence of prohibited items such as candles and other sources of open flame producers, prohibited cooking appliances, and smoking in the room. This inspection will also include a general assessment of food and waste storage and cleanliness of the room and other prohibited items.

With the exception of refrigerators and microwave ovens, kitchen appliances or cooking devices, such as hot plates, toasters, mini-grills, etc., are not permitted in the dormitory rooms.

In addition to the items already listed, the following items are prohibited in dorm: Candles, incense, and fireworks.

**Fire Safety Education and Training Programs Provided to Students and Employees**

Fire safety briefings for students living in on-campus student housing are held during the Fall and Spring Semesters. These briefings are designed to familiarize dorm residents with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college’s fire safety policies. Residents will also be informed on the evacuation routes and meeting spots should they have to evacuate. During this training, residents are informed that fire drills are mandatory while residing in campus housing facilities.

**Reporting Fires**

Per federal law, Wallace State Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the WSCC Campus Police Department may already be aware. If you find evidence of such a fire or if you hear about a fire, please contact the following:

<table>
<thead>
<tr>
<th>WSCC Campus Police Department</th>
<th>(256) 735-9975 or</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSCC Auxiliary Services</td>
<td>(256) 352-8156</td>
</tr>
</tbody>
</table>

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

**Future Improvements in Fire Safety**

The College has adopted the National Incident Management System (NIMS) for all emergency events that occur on campus. WSCC has also implemented the Virtual Alabama School Safety System which enhances campus safety officials and off campus emergency personnel the ability to plan and prepare for all emergencies including fire response.
<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wallace State Campus Police</td>
<td>(256) 352-8080</td>
</tr>
<tr>
<td>Wallace State Campus Police after hours</td>
<td>(256) 735-9975</td>
</tr>
<tr>
<td>Wallace State Switchboard</td>
<td>(256) 352-8000</td>
</tr>
<tr>
<td>Executive Vice President</td>
<td>(256) 352-8340</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Numbers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanceville Police Department</td>
<td>(256) 352-9811</td>
</tr>
<tr>
<td>Cullman County Sheriff’s Department</td>
<td>(256) 734-0342</td>
</tr>
<tr>
<td>Alabama State Troopers</td>
<td>(256) 353-0631</td>
</tr>
<tr>
<td>Victim Services of Cullman Administrative Office</td>
<td>(256) 775-2600</td>
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<tr>
<td>Victim Services 24 Hour Crisis Line</td>
<td>(256) 734-6100</td>
</tr>
<tr>
<td>Cullman Regional Medical Center</td>
<td>(256) 737-2000</td>
</tr>
<tr>
<td>Cullman Ambulance Service</td>
<td>(256) 734-1524</td>
</tr>
<tr>
<td>Poison Control Center</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>National Suicide Prevention Lifeline</td>
<td>1-800-273-8255</td>
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</table>